

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 24, 1998

COUNTY FISCAL LETTER (CFL) NO. 98/99-01

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM (CEC)
FOR THE JULY - SEPTEMBER 1998 QUARTER: TIME STUDY INSTRUCTIONS

This letter provides time study instructions for the July through September 1998 quarter. The time study instructions or changes referenced in this letter result from revisions affecting Social Services, CalWORKs, Other Public Assistance, Child Care, and Nonwelfare Program Code Descriptions (PCDs), and Support Staff Time Reporting Instructions (SSTRI). Information is provided on the following items:

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The PCDs and SSTRI for use during the September 1998 quarter are as follows.

Social Services (SS)	09/98
CalWORKs (CWs)	09/98
Other Public Assistance (OPA)	09/98
Child Care (CC)	09/98
Nonwelfare (NW)	09/98
Staff Development (SD)	09/98
Electronic Data Processing (EDP)	09/98
SSTRI	09/98

Time study forms for use during the September 1998 quarter are as follows.

DFA 10, Time Study	09/98
DFA 7, Support Staff Time Report	09/98

I. SOCIAL SERVICES

A. APS

Effective with the July-September 1998 quarter, APS will be identified as a separate program on the CEC. Currently, time spent performing APS activities are reported to Time Study Codes (TSC) 1150, County Services Block Grant (CSBG), 1140, CSBG-Health Related (HR), and 1130, CSBG-Skilled Professional Medical Personnel (SPMP). The September 1998 PCD for these TSCs has been revised to delete APS activities; however, the codes will continue to remain available for reporting information and referral, out-of-home care for adults, and optional services funded under CSBG.

Separate codes have been established to differentiate APS activities by funding source/ratios and, within each funding category, to distinguish emergency response from case management activities.

New APS TSCs effective July 1, 1998 are as follows (please refer to the SS PCD for specific activities). The activities were developed based on an agreement between State and County staff. However, finalization of the activities is subject to change based on pending Legislative action and passage of the 1998/99 State Budget. All APS activities should be reported to the new codes and identified as either an emergency response or case management activity.

5691 APS – Emergency Response

Includes time spent performing activities in response to emergency reports of abuse, neglect, or exploitation of adult CSBG clients who meet the criteria for APS. APS clients are defined as elder or dependent adults who are unable to protect their own interests; harmed or threatened with harm; caused physical or mental injury due to action or inaction of another person or as a result of ignorance, illiteracy, incompetence, mental limitation, substance abuse or poor health; lacking in adequate food, shelter, or clothing; exploited for their income and resources; or deprived of entitlements due them.

5701 APS – Case Management

Includes time spent performing case management activities in non-emergency situations and continuing case management for cases where the emergency has ceased. Activities reported to this code are limited to those provided to adult CSBG clients who meet the criteria for APS (see definition in TSC **5691**). Allowable activities are those necessary to bring about changes in lives of victims and to provide a safety net to enable victims to protect themselves in the future.

5711 APS-SPMP-Emergency Response*

Includes time spent by SPMP performing activities in response to emergency reports of abuse, neglect, or exploitation of Medi-Cal eligible adults who meet the eligibility criteria for APS as defined in TSC **5691**. Allowable activities are those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes.

5721 APS-SPMP – Case Management*

Includes time spent by SPMP performing case management activities in non-emergency situations and continuing case management for cases in which the emergency has ceased. Activities reported to this code are limited to those provided for Medi-Cal eligible adults who meet the criteria for APS (see definition in TSC **5691**). Allowable activities are those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes, bring about changes in the lives of victims, and to provide a safety net to enable victims to protect themselves in the future.

5731 APS-HR – Emergency Response*

Includes time spent performing activities in response to emergency reports of abuse, neglect, or exploitation of Medi-Cal eligible adults who meet the eligibility criteria for APS as defined in TSC **5691**. Allowable activities are limited to those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes.

5741 APS-HR – Case Management*

Includes time spent performing case management activities for non-emergency situations and continuing case management for cases where the emergency has ceased. Activities reported to this code is limited to those provided for Medi-Cal eligible adults who meet the

criteria for APS (see definition in TSC **5691**). Allowable activities are those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes, bring about changes in the lives of victims, and to provide a safety net to enable victims to protect themselves in the future.

In response to county questions, the following claim-related information is also being provided at this time. It is anticipated that counties will receive a separate APS allocation of \$20 million (statewide) which is proposed in the 1998/99 May Revise for expansion of APS services; the allocation and allocation methodology will be provided in a separate letter. The basic CSBG allocation will remain available to fund APS costs in excess of the \$20 million as well as the other CSBG services currently provided. For tracking purposes, all APS costs are to be reported to the new TSCs. The California Department of Social Services (CDSS) will apply costs claimed in excess of the \$20 million against the base CSBG allocation through a special state use only code. The latter costs will be subject to the CSBG allocation limits.

Code Support Staff code (SSC) A25 has also been established for support staff performing activities described in Codes 5691, 5701, 5731, and 5741.

- * Title XIX funding for TSCs 5711, 5721, 5731, and 5741 is pending review and approval by the Department of Health Services (DHS) as of the date of this letter. Counties will be notified of the status of DHS's review in the September 1998 quarter claim letter. In the meantime, we request that county staff time study to these TSCs as appropriate. In the event that Title XIX funding is not available, the time/costs will be transferred and funded through TSCs 5691 and 5701 as appropriate.

B. SB 163 Wraparound Services Pilot

As outlined in All County Information Notice (ACIN) No. I-74-97, dated December 10, 1997; SB 163 authorized a five-year statewide wrap-around services pilot effective January 1, 1998. The pilot allows counties to provide service alternatives to eligible children in group home care by using the state foster care maintenance payment to provide wrap-around services. All CWDs interested in participating had to submit a county plan to the CDSS for approval to participate in the pilot.

In order to comply with legislative reporting and evaluation requirements, the following TSC and Program Identifier Number (PIN) have been established to capture the administration costs associated with the pilot:

5641	SB 163 Administration	(TSC)
564003	Transportation	(PIN)
A24	SB 163 Wraparound Administration	(SSC)

Funding: 50/35/0/15 Federal/State/Health/County respectively

All social workers performing SB 163 case management activities listed in the September 1998 SS PCD should report their time to TSC 5641 on the DFA 10. Support staff performing Direct-to-Program activities for SB 163 should record their time to alpha

numeric code A24, SB 163 Wraparound Administration, on the DFA 7. Salary of support staff providing DSD transportation and/or other direct transportation costs should be reported to PIN 564003, Transportation.

II. CALWORKS

A. Nonfederal Cal-Learn Eligibility

Effective with the September 1998 quarter, TSCs 6401, Nonfederal Cal-Learn Eligibility, and SSC B36, Nonfederal Cal-Learn, have been established for capturing time spent performing program administration activities associated with the Cal-Learn Program on behalf of nonfederally-eligible CalWORKs recipients (e.g., legal aliens, though ineligible under the Temporary Assistance for Needy Families [TANF] guidelines remain eligible for aid under CalWORKs).

Allowable activities for TSC 6401 and SSC B36 include identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; authorization and processing of sanctions and bonuses. Also includes time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

B. Nonfederal Cal-Learn Case Management

Effective with the September 1998 quarter, TSC 6411, Nonfederal Cal-Learn Case Management, and SSC B36, Nonfederal Cal-Learn have been established for capturing time spent performing case management activities associated with the Cal-Learn Program on behalf of nonfederally-eligible CalWORKs recipients (as defined in II., A above).

Allowable activities for TSC 6411 and SSC B36 include providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the Cal-Learn Program; counseling; developing case plans; identifying the need for, arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustments to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions.

C. WtW Federal Grant-Matching Funds

ACIN No. I-14-98, dated March 4, 1998, informed counties of the United States Department of Labor, Welfare to Work (WtW) Grant Program. The goal of the federal WtW grant program is to create additional job opportunities for the hardest-to-employ recipients of TANF. As indicated in the ACIN, the federal WtW grant program requires a state match of \$1 for every \$2 of WtW grant funds received. State matching funds must be spent on allowable activities for eligible recipients; however, they do not need to be spent simultaneously with the federal WtW funds, nor on exactly the same federally funded

activities. The non-federal match must, however, be expended within three years from the date of an approved WtW plan. Pursuant to the proposed State Fiscal Year (SFY) 1998/99 Governor's Budget, \$95 million in State General Funds has been included in CDSS's budget to meet the initial year's match for the WtW Federal Grant. Once the SFY 1998/99 budget is passed by the legislature and signed by the Governor, the WtW grant matching funds will be allocated to the counties. This will supplement CalWORKs employment services activities with programs for subsets of the CalWORKs population which meet the more specific criteria of the federal WtW formula grant.

The allowable activities for the WtW grant matching funds are: (1) WtW community service or work experience; (2) job creation through public or private sector employment wage subsidies; (3) on-the-job training; (4) contracts with public or private providers of readiness, placement and post-employment services; (5) job vouchers for placement, readiness and post-employment services; and (6) job retention or supportive services if such services are not otherwise available. These funds must be spent on targeted populations of CalWORKs recipients who meet specific criteria or noncustodial parents as long as the custodial parent meets this criteria (refer to ACIN I-14-98). Additional clarifying information regarding the allowable use of these funds will also be forthcoming in an All County Letter (ACL) from the Employment Bureau.

Effective with the September 1998 quarter, TSC 6421 has been established to capture the activities associated with performing allowable activities related to the WtW grant program.

D. GAIN/JOBS Basic Education Study (Riverside County)

In a letter dated April 22, 1998 from the CDSS, Employment and Eligibility Branch, Riverside County was notified of the end of the Study effective June 30 1998.

Effective July 1, 1998 no further hours/costs may be claimed. TSC 4920, GAIN/JOBS Basic Education Study (Riverside County), has been deleted from the CWs PCD.

E. CalWORKs Program Integrity

The PCD for Time Study Code 6180, CalWORKs Program Integrity, has been revised to include administrative hearing activities for the WTW Program.

III. OTHER PUBLIC ASSISTANCE

Bass v. Anderson Lawsuit

The Bass v. Anderson lawsuit concerns the recovery of non-fraudulent overpayments related to child ineligibility in the Aid to Families with Dependent Children-Foster Care Program.

ACL No. 98-33, dated May 15, 1998, provided counties with instructions and materials for implementing the Bass v. Anderson Judgement. Time study and claiming instructions for both administrative activities and retroactive assistance payments will be issued in a separate, upcoming CFL. It is anticipated counties will begin processing claims in August-September 1998.

IV. NONWELFARE

Cleanup - Caseworkers, SD, and EDP Staff (DFA 10/Nonwelfare PCD)

Currently, the DFA 10 only contains one blank line for casework, SD, and EDP staff to record Nonwelfare time. Counties, however, may have several nonwelfare programs and use various county-specific codes for the identification of time spent on those nonwelfare programs on the DFA 10. At the end of the quarter, hours recorded to the county-specific nonwelfare programs/codes are consolidated and identified on the DFA 55, Casework Time and Salary Distribution Summary, to either TSC 8050, Nonwelfare Programs, or 8060, Nonwelfare Programs-Non-EDP. In order to allow counties space to record additional nonwelfare programs, the DFA 10 has been expanded to include additional lines. In addition, the NW PCD has been revised to include TSC 8050 and 8060.

Support Staff (DFA 7)

The DFA 7 has been revised to also add additional lines for nonwelfare programs.

IV. CHILD CARE

Nonfederal Cal-Learn Child Care

Effective with the September 1998 quarter, TSC 9121, Nonfederal Cal-Learn Child Care, and SSC D22, Nonfederal Cal-Learn Child Care have been established to capture activities related to the provision of child care services for nonfederally eligible legal aliens who remain eligible under the CalWORKs WTW Program, as state-only cases.

Activities are the same as Cal-Learn Child Care (federal) and may include assessment for child care services, and authorized for related payments.

VI. GENERIC

Cleanup - Caseworkers (DFA 10/PCDs)

Effective with the June 1998 quarter, CFL No. 97/98-55, dated April 3, 1998, provided counties with revised instructions that casework time: 1.) spent performing administrative activities, or 2.) spent in training or in conferences/staff meetings is to be recorded to Generic when the subject has a department-wide benefit or cannot be identified to a specific program. Previously, instructions were to record this time to Nonallocable. The SS, CWs, OPA, CC, and Nonwelfare PCDs were revised in the June 1998 quarter to accomplish this revision.

In addition, TSC 7001, Generic, was established in the June 1998 quarter for caseworkers only, for ease in identifying hours on the DFA 55. Caseworkers should input time for TSC 7001 to the Generic line on the DFA 10 when recording time to Generic. The SS, CWs, OPA, CC, and NW PCDs have been revised this quarter to include TSC 7001.

Cleanup - SD and EDP Staff (DFA 10/PCDs)

Due to county inquiries during the June 1998 quarter, effective with the September 1998 quarter, SD and EDP staff will also record time spent in training or in conferences/staff meetings to the blank Generic line (instead of Nonallocable) on the DFA 10 when the subject has a department-wide benefit or cannot be identified to a specific program. The SD and EDP PCDs, items F and G, have been revised this quarter to include this revision. There is no time study code for these staff because time and associated costs are claimed in either the SD or EDP cost pools where TSC 7001 is not applicable.

Cleanup - Support Staff (DFA 7/SSTRI)

Support staff are currently required to record travel and training time to the level approved in the SSTRP on the DFA 7. Effective this quarter, the SSTRI, item F, has been revised to include instructions for staff to record travel and training time to the program or function level approved in the SSTRP. Travel or training time having a department-wide benefit or that cannot be identified to a program or function will be recorded as Generic on the DFA 7.

No revisions to the DFA 7 have been made due to Generic revisions.

VII. GENERAL

A. Nonallocable – Cleanup (DFA 10/7 and PCDs)

CFL No. 97/98-40, dated December 18, 1997, informed counties that the state was returning to an allocation methodology based upon allocable casework hours only effective with the March 1998 quarter. However, individual nonallocable codes remain in the SS, CWs, OPA, and CC Functions and PCDs.

Since casework hours are now identified by cost pool and not by function, and since nonallocable hours are no longer used in the allocation process, nonallocable codes are unnecessary. Effective with the September 1998 quarter, nonallocable TSCs have been eliminated from the SS (5500), CWs (6500), OPA (3531), and CC (9081) PCDs. Staff will simply continue to identify their nonallocable time to the Nonallocable line on the appropriate individual time study form (DFA 10/ DFA 7). Nonallocable time consists only of time away from work activities, such as vacation, breaks, sick leave, jury duty, holidays, and any other paid time-off; also included are dock, furlough, and leave without pay. Nonallocable hours are now used only for reconciliation of staff hours.

The DFA 10 has been revised to separate the lines identifying Allocable Hours, Nonallocable Hours, and Total Hours from all other hours identified by program/code. No revisions have been made to the DFA 7 due to Nonallocable revisions.

B. DSD - Cleanup (DFA 7)

An additional line has been added for counties having staff that may time study to more than one DSD PIN.

If you have any questions regarding the content of this letter, please contact the Fiscal Policy Bureau at (916) 657-3440.

***Original Document Signed By Jeffrey Y. Hiratsuka
for George E. Peacher, Jr. on 6/24/98***

GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch

C: CWDA